

**House Committee on Appropriations
Subcommittee on Energy and Water Development**

**INSTRUCTIONS FOR PROVIDING WRITTEN
TESTIMONY FOR FISCAL YEAR 2005**

The Subcommittee on Energy and Water Development will not be scheduling any outside witness hearings on the fiscal year 2005 budget. Due to procedural changes in the Capitol Hill mail handling process since the events of September 11th 2001, the Subcommittee is no longer able to accept courier deliveries, and postal deliveries may experience significant delays. Therefore, we recommend that you submit your testimony via electronic mail. Testimony must be received **no later than March 26, 2004** for it to be included in the printed hearing volume. You may send your testimony one of two ways.

To send via electronic mail:

Your statement must meet all of the standard mail requirements except for the multiple copy requirements.

- You can send the original as an electronic mail attachment to:
Approp.energywater@mail.house.gov

To send via standard mail, your written statements must:

- Not exceed four pages;
- Be singled-spaced on 8.5 by 11 inches letter size paper;
- Be at least 12 point font and have one inch margins;
- Clearly state in the first paragraph the agency, program, and amount of money involved in the request;
- Clearly indicate your name, title, and institutional affiliation at the top of the first page;
- Not include color and detailed photos since the hearing volume will be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the four page maximum length.
- You should send four individually stapled, unfolded copies, and one original, unstapled copy to:

Subcommittee on Energy and Water
Development Appropriations
2362 Rayburn HOB
Washington, DC 20515

*** NOTE:** if sending testimony by any means other than electronically, allow an additional 3 to 4 days for delivery (the deadline is still 5:00pm on March 26, 2004)

Please follow these instructions carefully and adhere to the deadline. **DO NOT SEND MATERIAL VIA FAX; IT WILL NOT BE ACCEPTED.** Additional or late material will not be included in the printed record.

If you have any questions please contact Tracey LaTurner at the Energy and Water subcommittee (202) 225-3421.